

**TENNESSEE HUMAN RIGHTS COMMISSION  
BUSINESS JUSTIFICATION MEMORANDUM**

**I. Executive Summary**

We have identified the Secretary, Administrative Services Assistant 2 and Administrative Services Assistant 3 classifications in the Nashville Office because these positions are support for the primary function of our Agency's business which is investigating complaints of discrimination. We believe that the duties of these support positions can be absorbed by other classifications within the agency or by using Shared Services Solutions within the Department of Finance and Administration.

**II. Business Justification and Assessment**

The responsibilities of staff in the Secretary, Administrative Services Assistant 2 and Administrative Services Assistant 3 positions include answering phone calls, receiving, distributing, and sending mail, copying documents, compiling reports, scheduling appointments and meetings, maintaining agency equipment and communicating with the public about the agency's purpose. While eliminating any one of these positions will affect the way in which our agency does business, these duties are peripheral to our agency's main responsibility of investigating complaints of discrimination and as such will have the least amount of impact on our ability to operate. Also, these positions are located in our Nashville office which is the agency's largest office making it easier to spread out the duties of these positions among other staff.

As a result, we decided to include the Secretary, Administrative Services Assistant 2 and Administrative Services Assistant 3 positions in the Nashville office in the Voluntary Buyout Program.

**III. Information for F&A Budget**

Please see the attached financial spreadsheet.

Beverly L. Watts, Executive Director

May 27, 2008